

# Edgewater Service Ltd

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*c/- Tideways Pty Ltd  
PO Box 1027  
Caulfield North VIC 3161*

## GENERAL BUILDING WORKS GUIDELINES

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- 1 These Guidelines cover all **renovations, alterations, and changes to floor plans** of your apartment and have been laid down on accordance with paragraphs 4(1) and 4(2) of the Service Agreement, paragraphs 1 and 2 of the Second Schedule of the Service Agreement, and paragraphs 1, 2, 5, 9, 10, 14, and 17 of the Fourth Schedule of the Service Agreement.
  
- 2 The process of performing building works at Edgewater Towers is for you to:
  - a. Arrange for plans detailing your works to be drawn up.
  - b. Submit the plans to the Board for written approval.
  - c. Use the approved plans to obtain a planning permit from Port Phillip Council, if required. You will require a planning if you make any changes to the exterior of the building i.e. you enclose an open balcony, or you remove the infill from an enclosed balcony.
  - d. Provide the Board with copy of Council Permit.
  - e. Provide the Board with the final Inspection Certificate or Certificate of Completion.
  - f. Provide the Board with Fire Safety inspection certificate certifying that the work conforms to the Essential Safety Measures in accordance with the Building Code of Australia.

Failure to procure a Council Permit, Certificate of Completion, or a Fire Safety Inspection certificate could invalidate the Building Insurance policy held by Edgewater Service Limited (“**ESL**”) with respect to your apartment. This means that your apartment may not be covered in case of fire or structural damage and will result in the Board commencing legal proceedings to enforce compliance with all relevant building standards and Board Guidelines.
  
- 3 You must not, without prior written consent from the Board of Directors of ESL undertake or allow the undertaking of any building works of any kind within or about or related to your land.
  
- 4 Any works shall comply with council regulations and where necessary you must obtain a council planning permit before proceeding with any building works. A council planning permit is required when you are proposing to make any change to the external appearance of the building. Thus you require a permit when you are going to infill a balcony, but do not require a permit when you are replacing an existing infill. Note that ESL’s approval on the finalised drawings is required for the issue of the building permit (see item 6).
  
- 5 In considering your request for consent to the building works, you must provide the Board of Directors of the Service Company with:
  - a. Copies of all plans and specifications relating to the building works;
  - b. Any further particulars relating to the Building Works as requested by the Board of Directors of the Service Company from time to time.
  - c. Evidence and proof that any installation will not affect the external appearance of the building.
  - d. If requested by ESL, a copy of the contractor’s current public liability insurance certificate.

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- 6 Copies of all required permits, approvals and/or consents under all relevant laws including but not limited to, council by-laws and regulations for the building works must be obtained **and copies of the permits must be supplied to ESL before construction begins**. The Certificate of Final Inspection must be supplied to ESL **promptly** on completion. Permits are a legal requirement and are required by ESL to discharge its responsibility for the Common Property. The building will be inspected by Council from time to time for compliance with fire ratings. The permits will ensure that your renovations are not called into question. If you do not have these permits, **any fire insurance with respect to your apartment may become void and the Board will undertake legal action to enforce compliance**.
- 7 You must not proceed or permit any contractor or other third party to proceed with any building works until you have:
  - a. Received written consent to the building works from the Board of Directors of the Service Company;
  - b. Caused to be effected and maintained during the period of the building works WorkCover insurance and public liability insurance to the satisfaction of the Board of Directors of the Service Company;
  - c. Delivered a copy of the insurance policies and certificate of currency with respect to the insurance policies as and if requested by ESL;
  - d. Implemented appropriate measures to minimise the occurrence of any nuisance, annoyance, disturbance and inconvenience from building operations to other proprietor or proprietors occupiers.
- 8 Permission may be granted subject to restrictions imposed by the Service Company with respect to:
  - a. Building Operations;
  - b. Means of access to the Building and the Proprietors land the subject of the Building Works;
  - c. Use of the residual land (common property);
  - d. Hours of work;
  - e. The supervision of your contractors, servants or agents.
- 9 The following restrictions apply to all Building Works:
  - a. Building materials must not be stacked or stored in any common areas of the building;
  - b. Scaffolding must not be erected on the Common Property or the exterior of the building without written consent from the Board of Directors of the Service Company;
  - c. Construction work must comply with all Laws of the relevant statutory and government authorities;
  - d. The exterior and the Common Property of the Building must at all times be maintained in a clean, tidy and safe state;
  - e. Skips must not be placed on the Common Property without prior permission from the Board;
  - f. Construction vehicles and construction workers' vehicles must not be parked in or on the common property other than in the Proprietor's own allotted car parking space;
  - g. Building waste must not be disposed of in the council supplied waste bins and must be taken off site by the contractor.
- 10 When carrying out Building Works you must;
  - a. Use qualified, reputable and, where appropriate, licensed contractors that have been approved by the Board of Directors of the Service Company;
  - b. Carry out building works in a proper manner and to the satisfaction of the Board of Directors of the Service Company;
  - c. Carry out building works in accordance with the works outlined in the letter of request;
  - d. Repair any damage that you, or any person carrying out building works on your behalf, may cause to the property or property of another Proprietors land or to any parts of the building;
  - e. Ensure that your contractors and tradesmen only use the areas designated by the Board of Directors of the Service Company for their entry and exit to the building.

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The Board  
Edgewater Service Limited  
C/- Tideways Pty Ltd  
PO Box 1027  
Caulfield North VIC 3161

I/We \_\_\_\_\_  
(enter the names of all the registered proprietors)

request permission to perform the following building works in our apartment number \_\_\_\_\_.

Details of proposed works.

I/We acknowledge receipt of the General Building Works Guidelines and agree to be bound by them.

I agree that if I am notified of a breach of these Guidelines, I will remedy the breach at the direction of ESL. I understand that any breach of these Guidelines may result in the insurance covering my apartment to be voided and may also result in legal action being taken by ESL against me.

\_\_\_\_\_  
Signed

Date: \_\_\_\_\_